



COE COLLEGE 2012 GRADUATION NEWSLETTER

Graduation from Coe College is truly a “once-in-a-lifetime” milestone for our students and their families. This special newsletter is designed to provide complete information concerning commencement and related events at Coe.

INFORMATION FOR GRADUATES

DETAILED PRE-GRADUATION INSTRUCTIONS:

- 1) If you have not done so, please complete an “Intent to Graduate” form in the Registrar’s Office and complete the steps below before Senior Salute Day on March 21.
- 2) Stop by the Registrar’s Office during March to be sure all of your requirements are in order for May graduation. Check the list that will be posted in the entrance to the Registrar’s Office to make sure your name is spelled correctly and that your majors and minors are listed appropriately. If there is an error, please notify the Office of the Registrar immediately.
- 3) If you have a William D. Ford Federal Direct Stafford Loan, you must complete online exit counseling prior to completing your Senior Survey. Note that Exit Counseling is required **EVEN** if you plan to attend graduate school in the fall. To complete your online exit counseling, go to www.nsls.ed.gov (click on the Exit Counseling link). Note that a PIN is required (same as FAFSA pin). If you don’t remember your PIN, you may request a PIN at www.pin.ed.gov. Pin retrieval is in real time (see pin website for details). For detailed information on **how to prepare** to complete your Exit Counseling, go to your my.coe account, click on the **Student** tab, then on the left side of page click on **William D. Ford Federal Direct Stafford Loan**. Coe’s school code is 001854.

If you have a **William D. Ford Federal Direct Stafford Loan**, you will receive an email from the Financial Aid Office telling you this, or you can check your my.coe account for this information.

What else will you need? PIN number (same as FAFSA pin), driver’s license number and information on a next of kin (parent or guardian). You also need two references (U.S. citizen) from your home locality (other than a relative or student) plus one reference that is a relative (other than your parent) who will know your whereabouts for at least three (3) years (full name, complete address & phone number for each). The Coe Financial Aid Office is notified by the Department of Education once this counseling is satisfactorily completed.

Financial Aid Office • Phone: 319-399-8540 • O-FinancialAid@coe.edu

More information regarding loans and exit counseling is available at your my.coe account under the **Financial Aid** tab.

- 4) If you have a Federal Perkins Loan, Canfield Loan, or McElroy Loan you must complete online exit counseling prior to completing your Senior Survey. You may complete your exit counseling on the ECSI website at <https://www.ecsi.net/cgi-bin/bcgi.exe>. You will receive a letter from Heidi Patterson in the Business Office with the information needed to complete the online exit.

What else will you need? You will need your driver’s license number and information on a next of kin (parent or guardian). You also need two references from your home locality (other than a relative or student) and one reference that is a relative (other than your parent) who will always know your address.

Business Office • Heidi Patterson • Phone: 319-399-8671 • Email: Hpatters@coe.edu

More information regarding loans and exit counseling is available at your my.coe account under the **Financial Aid** tab.

- 5) Stop by Career Services and complete the senior survey (approximately 30 minutes per major) by April 20. (All items listed above must be completed, if applicable, before you will be allowed to complete the senior survey.)
- 6) Purchase your cap and gown at the Coe Bookstore beginning March 15 (All items listed above must be completed, if applicable, before you will be allowed to purchase your cap and gown.) The cap, gown and tassel package is \$38.52 for a bachelor’s degree; \$41.73 for a master’s degree. If you have more than one major, President Phifer will pay for additional tassels!
- 7) Pay all outstanding balances in the Business Office by **April 20**.
- 8) Stop by the Registrar’s Office by 4 p.m. on Friday afternoon, May 4, to check the graduation list and be sure all of your information is correct.

PRE-GRADUATION CHECKLIST

- ✓ Stop by the Registrar’s Office during March to make sure your name is spelled correctly and that your majors and minors are listed appropriately.
- ✓ If you have had a **William D. Ford Federal Direct Stafford Loan** while attending Coe College, you must complete your online exit counseling requirement during March (based on a communication you will receive from the Financial Aid Office). You can also check your my.coe account to see if you had a Stafford Loan. If you have Perkins, Canfield and/or McElroy Loans, you will have more than one exit counseling session.
- ✓ If you have a Perkins, Canfield and/or McElroy Loan, complete online exit requirements during March, based on a communication you will receive from Heidi Patterson in the Business Office. An additional exit counseling session is required for Federal Direct Stafford Loans.
- ✓ Stop by Career Services and complete the senior survey (approximately 30 minutes per major) by **April 20**. (Previously listed items must be completed, if applicable, before you will be allowed to take this survey.)
- ✓ Purchase your cap and gown at the Coe Bookstore beginning March 15. (Previously listed items must be completed, if applicable, before you will be allowed to purchase your cap and gown.)
- ✓ Verify that your Coe Student Account Balance is paid in full. In order to participate in graduation ceremonies, your student account must be paid in full in the business office by **April 20**.
- ✓ Stop by the Registrar’s Office by 4 p.m. on Friday afternoon, **May 4**, to check the graduation list and be sure all of your information is correct.

OTHER GRADUATION INFORMATION

Caps & Gowns: Graduation caps and gowns will be available for purchase beginning **March 15**. Graduates will be required to complete the senior survey in Career Services before purchasing their caps and gowns. Master's degree candidates must also complete the survey. The cap, gown and tassel package is \$38.52 for a bachelor's degree; \$41.73 for a master's degree. If graduates have more than one major, President Phifer will pay for additional tassels!

Individualized Graduation Announcements: The Coe Bookstore can place your graduation announcement order now. Announcements will be shipped 7-10 days after ordering. You can choose to have them shipped to your Coe or home address.

For complete information on pricing and money-saving packages, visit the Coe Bookstore, call 319-399-8568, or visit www.cbgrad.com.

Senior Send Off: The Class of 2012 is invited to a free buffet dinner on **Thursday, April 26**, from 6-7:30 p.m. in Clark Alumni House, sponsored by the Coe Student Alumni Association (SAA), Alumni Office and Office of Parent Programs. A free gift to each senior will be handed out at the event. Save the date on your calendar and watch for your electronic invitation in April.

Senior Dinner: President James Phifer and his wife, Linnie, invite the members of the class of 2012 to the Senior Dinner at the Cedar Rapids Country Club on **Thursday, May 3** at 6 p.m. Please watch your campus mailbox for the invitation and details about the event.

Commencement flowers: The Coe Student Alumni Association will once again sell flowers at Commencement on Sunday, May 6. Surprise your graduate as he/she exits the platform with a beautiful bouquet of roses. Look for the three flower tables around the perimeter to make your purchase. Checks can be made out to Coe SAA or cash is welcome. Proceeds assist Coe SAA in sponsoring campus events as well as building the Coe Emergency Assistance Fund to give financial help to students, faculty and staff who are experiencing a medical or family emergency.

Senior Class Gift: The Senior Class Gift Committee is challenging the entire class of 2012 to reach 75 percent participation. Doug Peters '81 has again stepped up with matching dollars for the Senior Class Gift. Doug will donate \$1-\$15 for each senior who contributes. Additionally, the Busse Foundation, led by Coe alumnus Jeff Busse '85 and his father, Lavern Busse, will match all contributions from the class of 2012, dollar for dollar, up to \$3,000. The Busse Foundation will give an additional \$1,000 if at least 70 percent of the class contributes to the class gift. For more information, or to request a pledge card, contact Katie Kahler at kkahler@coe.edu, or call 319-399-8569.

If You Cannot Attend Graduation: If you are unable to attend the Commencement ceremony, a written request must be submitted to the Dean of the Faculty's Office in order to receive your diploma. Your diploma will be mailed to you soon after Commencement. Please indicate the appropriate mailing address in the request.

INFORMATION FOR GRADUATES AND THEIR FAMILIES

GRADUATION WEEKEND DAILY SCHEDULE

Friday, May 4

REHEARSAL

Commencement rehearsal will be held on Friday, May 4, at 2:30 p.m. on the library quad. In case of rain, rehearsal will be held in Eby Fieldhouse. Rehearsal takes about 45 minutes; attendance is required.

Saturday, May 5

HONORS CONVOCATION

The annual Honors Convocation will be held Saturday, May 5, at 10 a.m. in Dows Theatre. Academic awards and prizes will be announced. Marie Beahr, vice president for academic affairs and dean of the faculty, will preside on this occasion. This Convocation allows Coe to showcase student accomplishments for parents and friends.

NURSES' PINNING CEREMONY

The annual Nurses' Pinning Ceremony will take place on Saturday, May 5, at 1 p.m. in Dows Theatre.

PHI BETA KAPPA INITIATION CEREMONY

Phi Beta Kappa will hold its initiation ceremony on Saturday, May 5, at 1:30 p.m. in the Perrine Gallery of Stewart Memorial Library.

BACCALAUREATE

On Saturday, May 5, at 3 p.m., a Baccalaureate service of word and song will take place in Sinclair Auditorium. Graduating seniors attending Baccalaureate are asked to wear their caps and gowns and process into the auditorium with other members of the class and the faculty. Please line up between Marquis and Peterson Halls at 2:30 p.m. (If rain threatens, line up in the lower level of Marquis Hall). Your family and

friends are also invited. This is not a mandatory event, but a once-in-a-lifetime occasion. The Coe Concert Choir will perform.

PRESIDENT'S RECEPTION

President James Phifer and members of the Coe College faculty will host a reception for all graduating seniors and their families on Saturday, May 5 from 4-5 p.m. in Clark Alumni House (immediately following Baccalaureate).

Sunday, May 6

BREAKFAST

Sodexo Campus Dining Services will be open for breakfast on Sunday, May 6, from 7:30-9:30 a.m. in the Gage Memorial Union Dining Hall. No reservations are needed. There will be no charge for Coe students. The breakfast cost is \$5 for parents and visitors; \$2.50 for children 10 years of age and younger.

COMMENCEMENT

Commencement will be held outdoors on Sunday, May 6 at 10 a.m. on the Stewart Memorial Library Quad. Line-up for the processional will begin at 9 a.m. on the north quad between the P.U.B. and Eby Fieldhouse. About 2,500 seats will be available on chairs and bleachers. Family members may also bring blankets or lawn chairs to use if they desire. Umbrellas and windbreakers are strongly recommended in case of rain or cool conditions. In case of severe weather, Commencement will be held in Eby Fieldhouse.

- The Coe Concert Band will perform starting at 9:30 a.m.



PHOTOGRAPHS: Ed Kempf of Impact Photography will be on hand to take a photograph of each graduate ringing the Victory Bell and crossing the “finish line.” Proofs will be displayed online the following day for viewing and/or ordering at www.partypics.com (enter password “Coe”). A postcard will be mailed to the student’s home address with a number to assist him/her in finding the proofs.

VIDEOS: The Commencement ceremony will be professionally video recorded by Pro Video Productions. DVDs of the occasion will be available for \$25 (plus \$4 each shipping and handling). Orders may be placed in advance through the Bookstore.

GRADUATION PHOTO & VIDEO ORDER FORM

PHOTOGRAPHS

A postcard from Impact Photography will be mailed to the student’s home address unless another address is indicated here:

VIDEOS

If you wish to order a DVD of the Commencement ceremony please write your name, address and telephone number on this form and send it with a check made payable to Pro Video Productions to the address below. We will forward orders to Pro Video Productions. DVDs will be sent in approximately four weeks.

Telephone Number _____

QUANTITY	ITEM	TOTAL
_____	DVD(s) @ \$25 each	_____
_____	Shipping and handling @ \$4 per item	_____
	TOTAL ORDER:	_____

RETURN THIS FORM TO:

Coe Bookstore, Gage Union Lower Level
 Coe College
 1220 First Avenue NE
 Cedar Rapids, Iowa 52402

OVERNIGHT ACCOMODATIONS

Ask for special Coe College Graduation rates at these select hotels. Make your reservation today—hotel space will be at a premium for this weekend.

AMERICINN OF CEDAR RAPIDS

8910 6th St. SW
Cedar Rapids, IA 52404
Phone: 319-632-1800
800-634-3444
www.americinn.com/hotels/IA/Cedar_Rapids

ASPEN INN

3233 Southridge Dr. SW
Cedar Rapids, IA 52404
319-363-9999
www.aspeninn.com

BAYMONT INN & SUITES

1220 Park Place NE
Cedar Rapids, IA 52402
Phone: 319-378-8000
www.baymontinns.com

BEST WESTERN COOPER'S MILL HOTEL

100 F Ave NW
Cedar Rapids, IA 52405
Phone: 319-366-5323
www.bestwestern.com/prop_16096

BEST WESTERN LONGBRANCH HOTEL

90 Twixt Town Rd NE
Cedar Rapids, IA 52402
Phone: 319-377-6386
www.thelongbranch.com

CEDAR RAPIDS MARRIOTT

1200 Collins Road NE
Cedar Rapids, IA 52402
Phone: 319-393-6600
800-396-2153
marriott.com/property/propertypage/CIDMC

CLARION HOTEL

525 33rd Avenue SW
Cedar Rapids, IA 52404
Phone: 319-366-8671
www.clarioncr.com

COLLINS INN & SUITES

2025 Werner Ave. NE
Cedar Rapids, IA 52402
Phone: 319-378-8888
www.collinsinncedarrrapids.com

COMFORT INN SOUTH

390 33rd Avenue SW
Cedar Rapids, IA 52404
Phone: 319-363-7934
www.comfortinn.com/hotel-cedar-rapids-iowa-IA022

COUNTRY INN & SUITES

9100 Atlantic Dr. SW
Cedar Rapids, IA 52404
Phone: 319-363-3789
<http://www.countryinns.com/cedar-rapids-hotel-ia-52404/iacrair>

DAYS INN & SUITES

2215 Blairs Ferry Rd. NE
Cedar Rapids, IA 52402
Phone: 319-378-3948
www.daysinn.com

HAMPTON INN - NORTH

1130 Park Place NE
Cedar Rapids, IA 52402
Phone: 319-832-1130
www.cedarrapidsnorthsuitses.hamptoninn.com

HAMPTON INN - SOUTH

3265 6th Street SW
Cedar Rapids, IA 52404
Phone: 319-364-8144
www.hamptoninncedarrrapids.com

HAWTHORN SUITES LTD.

4444 Czech Lane NE
Cedar Rapids, IA 52402
Phone: 319-294-8700
1-800-527-1133
www.hawthorn.com

HOMETOWN INN & SUITES

3315 Southgate Court SW
Cedar Rapids, IA 52404
Phone: 319-362-9012
<http://www.hometowncr.com/>

HOMEWOOD SUITES

1140 Park Place NE
Cedar Rapids, IA 52402
Phone: 319-378-1140
www.homewoodsuites.com

HOWARD JOHNSON OF CEDAR RAPIDS

616 33rd Avenue SW
Cedar Rapids, IA 52404
Phone: 319-366-2475
www.staycedarrrapids.com

SLEEP INN & SUITES

US Hwy 30 & State Hwy 1
310 Virgil Avenue
Mount Vernon, IA 52314
Phone: 319-895-0055
www.choicehotels.com/ires/hotel/ia111

Guests will be responsible for their own billing.

Inquire with each hotel regarding cancellation procedures to avoid charges.

Coe College does not recommend or endorse any specific hotels.

SENIOR CALENDAR 2012

DATE	TIME	EVENT	LOCATION
Now	Complete required loan exit counseling		
Now	8:30 a.m.–4:30 p.m.	Order Graduation Announcements	Coe Bookstore—Lower Gage
March 15–May 4	8:30 a.m.–3 p.m.	Pick up Cap/Tassel/Gown*	Coe Bookstore—Lower Gage
March 21	11 a.m.–5 p.m.	Senior Salute	Upper Gage
April 26	6–7:30 p.m.	Senior Send-Off Party	Clark Alumni House
May 3	6 p.m.	Senior Dinner	Cedar Rapids Country Club
May 4	2:30 p.m.	Commencement Rehearsal	Stewart Memorial Library Quad
May 5	10 a.m.	Honors Convocation	Dows Theatre
May 5	1 p.m.	Nurses' Pinning Ceremony	Dows Theatre
May 5	1:30 p.m.	Phi Beta Kappa Initiation	Perrine Gallery, Stewart Memorial Library
May 5	2:30 p.m.	Processional Forms	Between Marquis Hall and Peterson Hall
May 5	3 p.m.	BACCALAUREATE	Sinclair Auditorium
May 5	4–5 p.m.	President's Reception	Clark Alumni House
May 6	7:30–9:30 a.m.	Breakfast: \$5 for parents/ visitors; \$2.50 for children 10 and under. No charge for Coe students.	Gage Memorial Union
May 6	9 a.m.	Processional Forms	North Quad between the P.U.B. and Eby Fieldhouse
May 6	9:30 a.m.	Pre-Commencement Concert	Stewart Memorial Library Quad
May 6	10 a.m.	COMMENCEMENT	Stewart Memorial Library Quad
<i>Informal reception follows in the Gage Memorial Union Dining Hall, The "U".</i>			

* You are required to complete a survey for the college before you pick up your gown, cap and tassels. Please allow extra time to complete the survey.

Questions?

The faculty and staff at Coe College strive to make Commencement a special experience for our graduates and their families. If you have any questions about graduation weekend at Coe or any of the information contained in this publication, please contact:

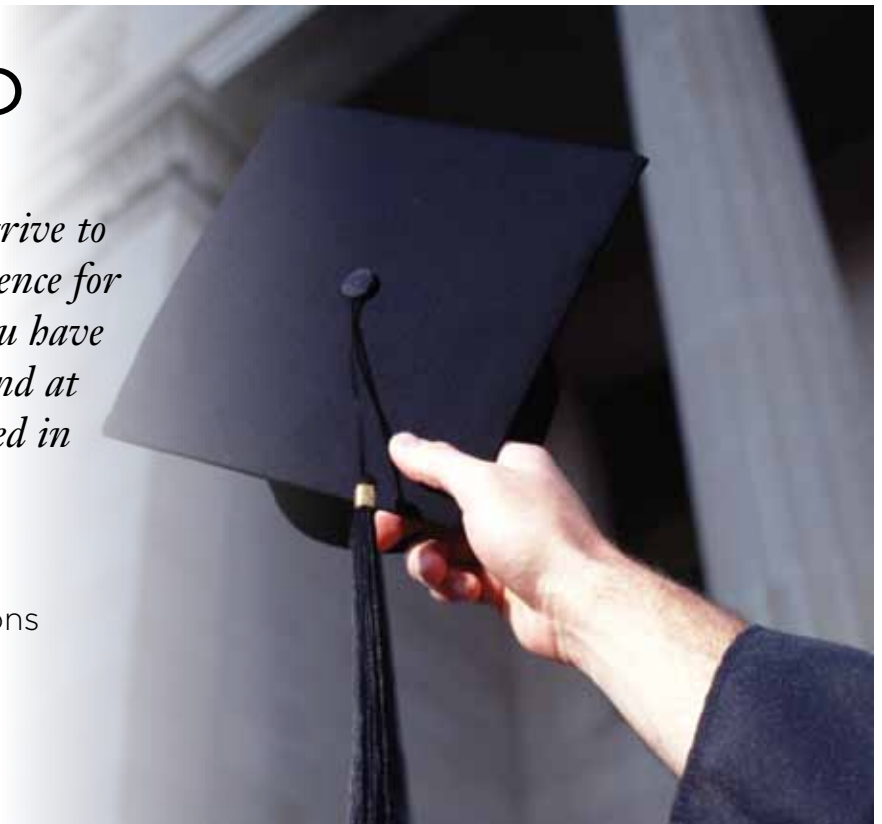
ROD PRITCHARD

Director of Marketing and Public Relations

E-mail: rpritcha@coe.edu

Office phone: 319-399-8605

Cell phone: 319-350-9255



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NEWSLETTER GRADUATION COE COLLEGE 2012

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